

[Print on Large Paper]

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<<Name(s) of all Tenant(s)>>

<<Address of property occupied by>>

<<Address>>

<<Postcode>>

<<Date>>

Dear <<Name(s) as above>>

Your tenancy of <<Property address>> Notice

We/I regret to inform you that [due to <<Reason for termination>>] your tenancy is to be terminated.

I enclose a formal notice under section 21 of the Housing Act 1988. Please read the Notice carefully and seek advice if you are unsure.

We/I take this opportunity to remind you that you must take before you leave the property. As you know, I am/the landlord. The deposit which will be refunded in full when you moved in.

I would ask you please to go through the checklist and make sure that all actions have been completed by the time you leave. If the checklist is complied with in full it should not be necessary for me to make any deductions from your deposit.

Checklist

1. The property should be clean.
2. All items belonging to you should be removed.
3. All furniture and other contents should be in the original rooms.
4. The carpets and upholstery should be professionally cleaned.
5. The windows should be clean.
6. The walls should not need any repairs. Picture/poster fixings often damage walls.
7. The cooker/oven/grill should be cleaned.
8. The cupboards should be empty.
9. The fridge/freezer should be empty and defrosted (unplugged and the door left open).
10. The bath, toilet, sinks and kitchen should be cleaned.
11. The garden (if any) should be in good state.
12. Rent must be paid up to date. Please note that the last month's rent may be paid by cheque or cash.
13. Please arrange for post to be collected. Please note that the last month's rent may be paid by cheque or cash.
14. Please arrange for the telephone to be disconnected.
15. Please DO NOT contact the landlord or agents together when you vacate.

I should be grateful if you would complete the checklist by signing the enclosed duplicate letter and returning it to me in the stamped envelope provided.

Yours sincerely,

[For and on behalf of the] Landlord

I/we confirm receipt of the letter of _____ its enclosures.

Signed: Dated:

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